



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Workforce Solutions

Bureau of Workforce Programs

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

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**BWP OPERATIONS MEMO**

**No.:** 01-63

**File:** 1180.1

**Date:** 10/12/2001

**Non W-2** ☒ **W-2** ☒ **CC** ☒

**PRIORITY:** Low

**SUBJECT: FILE CODES**

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**CROSS REFERENCE:** Operations Memo 00-30.

**PURPOSE**

These file codes are used in organizing several forms of communication, including these Operations Memos.

The codes have been in use for more than 10 years and were jointly developed by state and local staff as a method of managing program materials. Codes for obsolete programs and policy areas are retained on the listing to assist in retrieving historical materials.

## **1000 COMPUTER REPORTING NETWORK / INCOME MAINTENANCE PROGRAM (CRN/IMP)**

### **1001 Inputs/Terminal Operations**

### **1002 Outputs/Reports**

1002.1 *Benefit History Database*

1002.2 *Letters/Notices*

1002.3 *Special Outputs*

1002.4 *Benefits Distribution*

### **1005 Applicant Tracking System**

### **1010 Conversions**

### **1012 Recoupment Subsystem**

### **1014 Enhancements/Fixes**

1014.1 *Modernization*

1014.2 *Redesign*

### **1015 Problems**

### **1016 Case Deletions**

### **1020 Suggestions**

### **1030 Special Routines**

1030.1 *Person Additions*

1030.2 *Person Deletions*

### **1080 OIS Network Control Center ("Help Desk") Communications**

### **1085 Security**

### **1099 Miscellaneous**

## **1100 ADMINISTRATION**

### **1101 Confidentiality**

### **1102 Administrative Hearings**

### **1110 Forms**

### **1115 Application Processing**

1115.1 *Expedited Services*

1115.2 *FS Applications at SSA*

1115.3 *MA Outstationing*

1115.4 *W-2*

### **1116 Request for Re-examination of Eligibility**

### **1118 Transfer Processing**

### **1120 Review Processing**

### **1123 Recoveries (Other than Fraud)**

### **1124 Fraud (General)**

1124.1 *Administrative Disqualification Process*

### **1125 Verification**

1125.1 *Welfare Enumeration*

1125.2 *Income and Eligibility Verification System (IEVS)*

1125.3 *Dept. of Industry, Labor and Human Relations (DILHR) Query*

1125.7 *Alien and Citizenship/SAVE*

1125.9 *Front-End Verification (FEV)*

### **1126 Client Notices and Letters**

### **1127 Brochures and Pamphlets**

### **1140 Quality Assurance**

1140.1 *Targeted Case Review System (TCRS)*

**1180 Manuals and Handbooks**

1180.1 *Operations Memos*

**1199 Miscellaneous**

1199.1 *Computer Message System (CMS)*

1199.2 *Wilson Street Network Services (WSNS)*

1199.3 *CARES Broadcast Message (DXBM)*

1199.4 *Internet/Extranet*

**1200 CARES**

**1210 Mass Changes**

1210.1 *COLA*

**1250 Subsystems**

1250.1 *Client Registration (CR)*

1250.2 *Application Entry (AE)*

1250.3 *Standard Filing Unit (SFU)*

1250.4 *Eligibility Determination/Benefit Calculation (EDBC)*

1250.5 *Scheduling*

1250.6 *Notices*

1250.7 *Caseload Management (CM)*

1250.8 *Monthly Reporting (MR)*

1250.9 *Benefit Issuance (BI)*

1250.10 *Benefit Recovery (BV)*

1250.11 *Reports (RMDS and EOS)*

1250.12 *Quality Control (QC)*

1250.13 *Work Programs (WP)*

1250.14 *Mass Change (MC)*

1250.15 *Data Exchange (DX)*

1250.16 *Reference Tables*

1250.17 *History Maintenance*

1250.18 *Security and Administrative Structure*

1250.19 *Medicaid Management Information Systems (MMIS) Interface*

1250.20 *CARES/KIDS Interface*

1250.21 *Conversion*

1250.22 *Child Care Payment System (CCPS)*

1250.23 *Child Care Provider Information (CCPI)*

**1260 Problems and Fixes**

1260.1 *Fatal Errors*

1260.2 *Abends*

**1290 Calendars**

**1291 CARES Automated Tracking System (CATS)**

**1299 Miscellaneous**

**1600 TRAINING**

**1601 Announcements**

**1610 Educational Telephone Network (ETN) Announcements/Agendas**

**1611 Educational Telephone Network (ETN) Summaries**

**1699 Miscellaneous**

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**2000 MONTHLY REPORTING AND INCOME BUDGETING**

- 2001 Monthly Reporting**
- 2002 Prospective Budgeting**
- 2003 Retrospective Budgeting**
- 2099 Miscellaneous**

**2400 WISCONSIN WORKS (W-2)**

- 2408 Case Management**
- 2409 Fact Finding Process**
- 2410 Non-financial Eligibility**
- 2411 Time Limits**
- 2420 Financial Eligibility**
- 2421 Income**
- 2422 Assets**
- 2430 Work Activities**
- 2431 Assessment**
  - 2431.1 Employability Plan*
  - 2431.2 Participation Agreement*
  - 2431.3 Educational Needs*
- 2433 Work Components**
  - 2433.1 Unsubsidized Employment*
  - 2433.2 Trial Jobs*
  - 2433.3 Community Service Jobs (CSJ)*
  - 2433.4 W-2 Transition (W-2 T)*
  - 2433.5 Time Limits and "Clocks"*
  - 2433.6 Activity Tracking*
  - 2433.7 Penalties*
  - 2433.8 Custodial Parent of an Infant (CMC)*
- 2435 Education and Training**
- 2436 W-2 Learnfare**
- 2440 Job Access Loans**
- 2441 Transportation Assistance**
- 2442 Employment Skills Advancement Program (ESAP)**
- 2443 Emergency Assistance (Moved to 4200)**
- 2444 Welfare to Work (WtW)**
- 2445 Workforce Attachment and Advancement (WAA)**
- 2450 Payments**
- 2451 Payment Corrections**
- 2452 Payment Reductions**
- 2453 Emergency Payments**
- 2470 Employer Relations**
- 2471 Employer Guidelines**
- 2472 Marketing**
- 2480 Contracts and Funding**
  - 2480.1 Program and Agency Evaluation*
  - 2480.2 Fiscal*
  - 2480.3 Operations*
  - 2480.4 Monitoring*
  - 2480.5 Community Reinvestment*

2480.6 *Performance Standards*

- 2485 Community Steering Committees**
- 2486 Children's Services Network**
- 2499 Miscellaneous**

**2500 AFDC**

- 2510 Non-financial**
- 2511 Deprivation Factors (other than MC and UP)**
- 2512 AFDC-UP**
- 2513 AFDC-MC**
- 2514 AFDC Work Programs**
  - 2514.1 *WIN/WEOP*
  - 2514.2 *CWEP*
  - 2514.3 *Learnfare*
  - 2514.4 *Work Supplementation Program (WSP)*
  - 2514.5 *JOBS*
- 2515 Grant Continuations**
- 2518 Intentional Program Violation (IPV)**
- 2520 Financial**
- 2521 Unearned Income**
  - 2521.1 *Child Support /Paternity Income*
- 2525 Earned Income**
  - 2525.1 *Earned Income Tax Credit (EITC)*
  - 2525.2 *Self-Employment and Farm Income*
- 2527 Deeming**
- 2528 Shelter Proration (see also 2728)**
- 2529 Lump Sum Income Policy**
- 2530 Assets**
- 2531 Divestment**
- 2535 Vehicles**
- 2540 Work-Related Expense Deductions**
- 2541 Dependent Care Costs**
  - 2541.1 *Transitional Child Care*
  - 2541.2 *Child-At-Risk Child Care*
- 2542 Earned Income Disregards**
- 2550 Payment and Benefit Policies**
  - 2550.1 *Direct Deposit*
  - 2550.2 *Electronic Funds Transfer (EFT)*
  - 2550.3 *Benefit Corrections (Underpayments and Overpayments)*
  - 2550.4 *Two-Tier Benefit Policy*
  - 2550.5 *Benefit Cap*
- 2560 AFDC-Emergency Assistance**
- 2565 Parent and Family Responsibility Initiative (PFR)**
- 2566 Work Not Welfare (WNW)**
- 2567 Self-Sufficiency First (SSF)**
- 2568 Pay For Performance (PFP)**
- 2599 Miscellaneous**

**2600 CHILD SUPPORT AND PATERNITY (IV-D)**

- 2601 Cooperation/Good Cause**
- 2610 Referral Process**
- 2615 Medical Support Liability**
- 2620 Child Support Reform**
- 2640 KIDS**
- 2650 Child Support Data System (CSDS)**
- 2660 Grandparent Liability**
- 2680 State and Federal Tax Intercept System**
- 2699 Miscellaneous**

**2700 MEDICAL ASSISTANCE**

- 2710 Non-financial**
- 2715 AFDC Relatedness**
  - 2715.1 Presumptive Eligibility*
- 2716 SSI Relatedness**
- 2717 Tuberculosis (TB)-Related**
- 2718 Eligibility Extensions**
  - 2718.1 Wage/Hour Type*
  - 2718.2 30+1/3 (1/6) or \$30 Type*
  - 2718.3 Child Support Collections Type*
  - 2718.4 Pregnancy Termination Type*
- 2720 Financial**
- 2721 Unearned Income**
- 2725 Earned Income**
  - 2725.1 Earned Income Tax Credit (EITC)*
  - 2725.2 Self-Employment and Farm Income*
- 2726 Dependent Care**
- 2727 Deeming**
- 2728 Shelter Proration (see also 2528)**
- 2730 Assets**
- 2731 Divestment**
- 2732 Trusts**
- 2735 Vehicles**
- 2740 AFDC-Related Computations**
  - 2740.1 Family Fiscal Unit (FFU)*
- 2741 SSI-Related Computations**
- 2742 "503" Type SSI-Related Certifications**
- 2745 Institutionalized Cases**
  - 2745.1 Nursing Home Cases*
  - 2745.2 Institutions for Mental Diseases (IMD)*
  - 2745.3 Spousal Impoverishment*
- 2747 MA Deductible ("Spenddown")**
- 2750 Medical Assistance Certification Recording System (MCRS)**
- 2751 Medicaid Management Information System (MMIS)**
- 2760 Third Party Liability (TPL)**
  - 2760.1 Assignment of Medical Support (MSL)*

- 2765 Recovery**
  - 2765.1 *Fraud Recovery*
  - 2765.2 *Estate Recovery Program (ERP)*
- 2770 Benefits-General**
- 2771 EDS-Federal**
- 2772 Transportation**
- 2776 Providers**
  - 2776.1 *Health Maintenance Organizations (HMO)*
- 2781 Community Waiver Programs**
  - 2781.1 *Community Care for the Elderly Program*
- 2782 Healthy Start**
- 2785 Medicare Buy-In/Premium Payment**
  - 2785.1 *Qualified Medicare Beneficiary (QMB)*
  - 2785.2 *Qualified Disabled and Working Individuals (QDWI)*
  - 2785.3 *Specified Low-Income Medicare Beneficiaries (SLMB)*
- 2786 ID Card**
- 2789 Family Care**
- 2790 BadgerCare**
- 2791 Medical Assistance Purchase Plan (MAPP)**
- 2799 Miscellaneous**

**2800 FOOD STAMP PROGRAM**

- 2810 Non-financial**
- 2815 FS Group**
- 2816 FS Work Programs**
  - 2816.1 *Food Stamp Employment and Training (FSET)*
- 2818 IPV and Other Disqualifications**
- 2820 Financial**
  - 2820.1 *Categorical Eligibility*
- 2821 Unearned Income**
  - 2821.1 *Student Income*
- 2825 Earned Income**
  - 2825.1 *EITC*
  - 2825.2 *Self-Employment and Farm Income*
- 2827 Deeming**
- 2830 Assets**
- 2831 Divestment**
- 2835 Vehicles**
- 2840 Deductions**
  - 2840.1 *Utilities*
  - 2840.2 *Dependent Care*
  - 2840.3 *Shelter*
  - 2840.4 *Medical*
- 2845 Eligibility/Allotment Computation**
- 2850 Benefits/Issuance**
  - 2850.1 *Benefit Corrections ("recoupment and supplementation")*
  - 2850.2 *FS Machine Issuance*
  - 2850.3 *Electronic Benefit Transfer (EBT)*
  - 2850.5 *FS Accounting*
- 2860 Emergency FS Program**

**2898     Retailer Issues**  
**2899     Miscellaneous**

**2900   RELIEF TO NEEDY INDIAN PERSONS**

**2910     Non-financial**  
**2911     RNIP Group**  
**2913     Work Experience Program (WEP)**  
**2920     Financial**  
**2921     Unearned Income**  
**2925     Earned Income**  
**2930     Assets**  
**2935     Vehicles**  
**2940     Medical Benefits**  
**2950     Payments**  
**2999     Miscellaneous**

**3000   REFUGEE ASSISTANCE PROGRAM (RAP)**

**3100   AFDC-FOSTER CARE (AFDC-F)**

**3200   AFDC-INSTITUTIONAL CARE (AFDC-I)**

**3300   ENERGY ASSISTANCE PROGRAM (LIEAP)**

**3400   WEATHERIZATION PROGRAM**

**3500   GENERAL ASSISTANCE (GENERAL RELIEF)**

**3501     State Dependents**  
**3520     Medical Expenses/Benefits**  
**3599     Miscellaneous**

**3600   SUPPLEMENTAL SECURITY INCOME (SSI)**

**3610     Interim Assistance**  
**3620     State Supplemental Payment (SSP)**  
**3699     Miscellaneous**

**3700   STUDENT 18-YEAR OLD ASSISTANCE (SEA)**

**3800   OTHER FEDERAL BENEFIT PROGRAMS**

**3900   BURIALS**

**4000   CARETAKER SUPPLEMENT PROGRAM (C-Supp)**

**4100   KINSHIP CARE**

**4200   EMERGENCY ASSISTANCE PROGRAM**



**5000 NON-PROGRAM SPECIFIC CLIENT, PUBLIC, and LEGISLATIVE CONTACTS**

- 5001 Fraud Allegations**
- 5002 Out-of-State Inquiries**
- 5099 Miscellaneous**

**6000 WORK PROGRAMS**

- 6100 JOBS**
- 6150 JOBS Financial**
- 6200 FSET**
- 6250 FSET Financial**
- 6500 Other Work Programs**
- 6550 Other Work Programs Financial**
- 6999 Miscellaneous**

**7000 CHILD CARE**

- 7010 AFDC-Related Child Care**
- 7011 Dependent Care Disregard**
- 7012 Consolidated AFDC Child Care**
- 7013 Transitional Child Care**
- 7014 Learnfare Child Care**
- 7015 Months 1 and 2**
- 7020 JOBS Child Care**
- 7030 Low Income Child Care**
- 7031 Priorities for Service**
- 7032 Eligibility Determination**
- 7033 Waiting Lists**
- 7040 Tribal and Migrant Child Care**
- 7050 Wisconsin Works (W-2) Child Care**
- 7060 Family Co-Payments**
- 7070 Authorizations and Payments**
- 7071 Child Care Vouchers**
- 7072 Fraud and Benefit Recovery**
- 7080 Notices**
- 7100 Child Care Regulation**
- 7110 Child Care Certification**
- 7120 Child Care Licensing**
- 7130 Rates**
- 7200 Automation**
- 7210 CARES**
- 7300 Program Administration**
- 7310 Reports and Surveys**
- 7320 Direct Services Funding**
- 7330 Non-Direct Services Funding**
- 7340 Administrative Allocations**
- 7350 Grants Administration**
- 7999 Miscellaneous**

**8000-9000 RESERVED** (Reserved for use by the local agency as and if it wishes.)